

TOWN COUNCIL  
**Town of Trumbull**  
CONNECTICUT  
www.trumbull-ct.gov

TOWN HALL  
Trumbull

TELEPHONE  
(203) 452-5005



AGENDA No .726

- I CALL TO ORDER
- II MOMENT OF SILENCE
- III PLEDGE OF ALLEGIANCE
- IV ROLL CALL
- V PUBLIC COMMENT
- VI NEW BUSINESS

DATE: June 12 2014  
TIME: 7:00 P.M.  
PLACE: Town Hall

NOTICE is hereby given that the Town Council of the Town of Trumbull, Connecticut will hold a special meeting on Thursday, June 12, 2014 at 7:00 p.m. at the Trumbull Town Hall, for the following purpose:

1. RESOLUTION TC25-88: To consider and act upon a resolution entitled "RESOLUTION APPROPRIATING \$3,278,000 FOR THE TRUMBULL BOARD OF EDUCATION CAPITAL IMPROVEMENT PLAN 2014-2015 AND AUTHORIZING THE ISSUE OF \$3,278,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE." (Resolution will be considered jointly with the Board of Finance)
2. RESOLUTION TC25-89: To consider and act upon a resolution which would approve the Emergency Management Shelter Building Committee's design recommendation for the Town of Trumbull's emergency shelter generator.
3. RESOLUTION TC25-73: To consider and act upon a resolution which would approve an agreement between the Town of Trumbull and Trumbull Loves Children Inc.
4. RESOLUTION TC25-90: To consider and act upon a resolution which would accept for initial review the First Draft of the Charter Revision. (Public Hearing)

VII0 ADJOURNMENT  
COPY OF THE RESOLUTION ATTACHED HERETO  
Carl A. Massaro, Jr., Chairman Trumbull Town Council

## RESOLUTIONS

1. RESOLUTION TC25-88: BE IT RESOLVED, That the resolution entitled, "RESOLUTION APPROPRIATING \$3,278,000 FOR THE TRUMBULL BOARD OF EDUCATION CAPITAL IMPROVEMENT PLAN 2014-2015 AND AUTHORIZING THE ISSUE OF \$3,278,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE." is hereby approved. (Full Resolution Attached)
2. RESOLUTION TC25-89: BE IT RESOLVED, That the Emergency Management Shelter Building Committee's design recommendation for the Town of Trumbull's emergency shelter generator is hereby approved.
3. RESOLUTION TC25-73: BE IT RESOLVED, That the agreement between the Town of Trumbull and Trumbull Loves Children, Inc. is hereby approved.
4. RESOLUTION TC25-90: BE IT RESOLVED, That the First Draft of the Charter Revision is hereby accepted for initial review.

RESOLUTION APPROPRIATING \$3,278,000 FOR THE  
TRUMBULL BOARD OF EDUCATION CAPITAL  
IMPROVEMENT PLAN 2014-2015 AND AUTHORIZING THE  
ISSUE OF \$3,278,000 BONDS OF THE TOWN TO MEET SAID  
APPROPRIATION AND PENDING THE ISSUANCE  
THEREOF THE MAKING OF TEMPORARY BORROWINGS  
FOR SUCH PURPOSE

Section 1. The sum of \$3,278,000 is appropriated for the planning, acquisition and construction of the Trumbull Board of Education Capital Improvement Plan 2014-2015, as adopted and amended by the Town Council from time to time, and consisting of: (i) school facilities; (ii) technology; (iii) paving and walks; (iv) fleet and equipment, and for appurtenances, equipment and services related thereto, or for so much thereof or such additional improvements as may be accomplished within said appropriation, and for administrative, advertising, printing, legal and financing costs to the extent paid therefrom. Said appropriation shall be in addition to grant funding and all prior appropriations for said purpose. The Town Council may by resolution transfer funding herein authorized among projects within the 2014-2015 Board of Education CIP.

Section 2. To meet said appropriation \$3,278,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date. Said bonds may be issued in one or more series as determined by the First Selectman and the Town Treasurer (hereafter the Town Officials), and the amount of bonds of each series to be issued shall be fixed by the Town Officials. Said bonds shall be issued in an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and investment income derived from investment of bond proceeds (and net investment income derived from note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid therefrom. The remaining appropriation and bond authorization shall be reduced by the amount of capital project revenues so credited. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials, and be approved as to their legality by Joseph Fasi LLC, Attorneys-at-law, Bond Counsel of Hartford. They shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and

the interest thereon and will be paid from property taxation to the extent not paid from other sources. The aggregate principal amount of the bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds, shall be determined by the Town Officials, in accordance with the General Statutes of the State of Connecticut, as amended.

Section 3. Said bonds shall be sold by the Town Officials, in a competitive offering or by negotiation, in their discretion. If sold at competitive offering, the bonds shall be sold upon sealed proposals, auction, or similar competitive process at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, the provisions of purchase agreement shall be approved by the Town Officials.

Section 4. The Town Officials, are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by Joseph Fasi LLC, Attorneys-at-law, Bond Counsel of Hartford, and be certified by a bank or trust company designated by the Town Officials, pursuant to Section 7-373 of the General Statutes of Connecticut, as amended. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and will be paid from property taxation to the extent not paid from other sources. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project. Upon the sale of said bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town (the "Issuer") hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and after the date of passage of this ordinance in the maximum amount and for the capital project defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Issuer. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to

pay project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 6. The Town Officials, are hereby authorized to exercise all powers conferred by section 3-20e of the general statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution.

Section 7. It is hereby found and determined that it is in public interest to issue all, or a portion of, the Bonds, Notes or other obligations of the Town as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law including but not limited to any "tax credit bonds" or "Build America Bonds" including Direct Payment and Tax Credit versions.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – May 20, 2014

Mr. Kennedy / Mr. O'Keefe

Agenda Item IV-B

BOE Capital Projects Priority List

The Capital Request for 2014-15 currently stands at \$3,213,098 in total. The Board of Finance has requested that the list of projects be prioritized as reflected in this report. The projects are differentiated into four categories with Priority A (must do), Priority B (high risk if not done), Priority C (medium risk if not done), and Priority D (low risk if not done).

Board of Education approval will be required before the prioritized list of Capital Projects is brought forward to the Board of Finance.

	3,213,098
Cost of	
Issuance 2%	64,262
	<hr/>
	3,277,360
	<hr/>
Rounded	3,278,000
	<hr/>

Recommendation:

Review and approve.

## **Trumbull Public Schools 2014-15 Capital Request**

### **Description of Estimate Basis**

#### **District Facilities Assessment - \$200,000**

This request is based on the cost of the previous 2007 assessment which cost \$105,000. The price has been increased because three more buildings are being added to the study (Frenchtown, Agriscience, and Trumbull Early Childhood Education Center) and the scope will include a facility security review based on Public Act 13-3 which was not included in 2007. Inflation was considered. A limited review of the high school will be included, with particular emphasis on PA 13-3.

#### **Attachment A - Facilities study – 2007**

#### **Intercom replacements (Booth Hill -\$34,500, Daniels Farm-\$37,500, Jane Ryan-\$34,500,- Tashua \$34,500)**

The cost for the intercom systems is based on the cost for Madison 4 years ago adjusted for inflation and an increase in scope. These projects will include adding lines to rooms not currently wired and repairing lines. There are areas that for security and safety reasons, additional functionality and connectivity have been requested. Examples of such areas include conference rooms, work rooms, and new/converted classrooms. Each new area requires a separate line to be run back to the new console. In addition, enhanced speakers are needed in assembly spaces. This cost was discussed with the contractor that installed the last system to verify the estimate was reasonable.

*They have to add it to middlebrook*

#### **Attachment B - PA /Console and Clock Back-up**

#### **New Clock Systems – (Booth Hill-\$20,808, Daniels Farm-\$22,285, Madison-\$28,500)**

This cost is based on the last clock system bid. The higher cost includes the possibility of needing two receivers/transmitters—something we cannot determine until each school is surveyed by the bid award winner. In addition, the number of clocks at each school accounts for some of the price difference.

#### **Attachment B - PA /Console and Clock Back-up**

#### **Paving**

The paving estimates were developed by the Town engineering department.

*15+ year*

#### **Daniels Farm Pitched Roof Replacement - \$99,004.65**

This cost derived initially from a ballpark quote we received from a contractor. The estimate was for apx. \$65,000 and did not include any management cost or board replacement. We

## **Trumbull Public Schools 2014-15 Capital Request Description of Estimate Basis**

added the replacement of boards to his quote. In addition, the school prints were reviewed with the roof consultant that is working on the Madison project and it was verified that \$99,000 was a reasonable budget figure.

### **Fuel Tank Removal (Daniels Farm- \$50,000, Jane Ryan-\$50,000)**

The cost of tank removal was discussed with two contractors. The estimated removal cost included \$12,000-\$15,000 for the removal, added cost for site work, cost for setting piping up for an above ground tank as a future option, and a contingency for a small amount of leak remediation. This does not include a new oil tank (additional \$100,000 approximately).

**Attachment C and C1 – Similar Tank removal bids –One from MD and one from CT**

### **Roof Replacement Design for Hillcrest (\$38,500)**

This cost is based on the cost of the Madison design cost of \$25,770 (\$24,500 not including test cuts). Inflation and a cost to prepare documents for State reimbursement are included in this request. As a reference, please note, for the Middlebrook Window project, the added cost for State reimbursement design work is \$8000. The Madison project is not a full roof replacement so State reimbursement design was not a consideration.

**Attachment D – Madison Roof Design PO**

### **Jane Ryan Electrical Design Work (\$50,000)**

This estimate is based on electrical design work under contract for generator design. This work is to review electrical service, loads, and the distribution system (similar to generator work), advanced testing as necessary, verify integrity of system, update and verify electrical drawings for the school, and produce detailed recommendations for necessary repairs or replacements.

### **Repair Madison Walls – (\$1,150,000)**

Based on engineers estimate- working with John Marsillio and Public Works.

### **Madison Roof – (\$200,000)**

This request is to provide the funds necessary to fully fund the Madison roof project. This cost is based on the designer's estimate—see attached. Original budget was \$1,078,000 (Insurance \$178,000 and previous capital appropriation of \$900,000. Approximately \$185,000 was used for emergency wall repairs at Madison. The estimate for the project is 1.1 million.

**Attachment E – Designer's Estimated Budget**



**Trumbull Public Schools 2014-15 Capital Request**  
**Description of Estimate Basis**

**Middlebrook Window Project- (\$350,000)**

Based on the designer's revised estimate including abatement and additional costs to apply for State reimbursement. We have an appropriation of \$1,150,000 (including design funds). The \$350,000 represents the balance needed to complete the project.

**Attachment F – MB Estimated Window Project Budget**

**Fleet and Equipment – (\$195,000)**

Based on dealers estimates/quotes—see attached.

**Attachment G – Vehicle quotes**

**2014-15**  
**BOE CAPITAL REQUEST BY LOCATION AND PRIORITY**

<u>BUILDING</u>	<u>Category</u>	<u>DESCRIPTION</u>	<u>2014-15</u>		<u>Priority A</u>	<u>Priority B</u>	<u>Priority C</u>	<u>Priority D</u>
District	Planning, health, safety, security, etc.	Facility Assessment- Needed in order to set priorities and present a responsible Capital request to the Town for the repair and renovations of our schools. These requests impact health, safety, security, educational effectiveness, etc. of the district.	200,000		200,000			
<b>SUBTOTAL</b>								
			Subtotal	200,000				
Booth Hill	Education	Provide new Intercom System						
Booth Hill	Education	New master control and room clocks	34,500			34,500		
			20,808					20,808
Booth Hill	Safety	Re-pave asphalt parking / drive / sidewalks-Paving at all schools has been delayed for years. It is important that we begin to address this issue. Failure to address the paving affects safety and may lead to litigation and additional costs.	525,000			525,000		
<b>SUBTOTAL</b>								
			Subtotal	580,308				
Daniels Farm	Safety/ Health	Replace shingle roof over classrooms-Roof repair is needed to prevent continuing leaks which may lead to mold, equipment and facility damage.	99,005		99,005			
Daniels Farm	Health and upkeep.	Remove Fuel Tank. Part of a long term need but may be delayed. No known issue currently.	50,000					
Daniels Farm	Education	Provide new Intercom System	37,500			37,500		50,000
Daniels Farm	Education	New master control and room clocks	22,285					22,285
Daniels Farm	Safety	Overlay Courts With Asphalt Paving-The paved play areas are hazardous. This has been put-off for years.	40,000			40,000		
<b>SUBTOTAL</b>								
			Subtotal	248,790				

**2014-15**  
**BOE CAPITAL REQUEST BY LOCATION AND PRIORITY**

BUILDING	Category	DESCRIPTION	2014-15		Priority A	Priority B	Priority C	Priority D
Hillcrest	Health/ Safety	Replace entire roof-Design. Roof repair is needed to prevent continuing leaks which may lead to mold, equipment and facility damage. This roof is one of several that are beyond warranty and need to be addressed. This request will proved design and information needed to request funding to move forward with replacement in 2015-16.	38,500		38,500			
<b>SUBTOTAL</b>			Subtotal	38,500				
Jane Ryan	Health and upkeep.	Remove Fuel Tank. Part of a long term need but may be delayed. No known issue currently.	50,000					
Jane Ryan	Safety/ Educational	Can decrease scope and look at as part of larger facility assessment but will need to look at electrical system here and at other schools in detail and cannot put these assessments off indefinitely.	50,000			50,000		50,000
<b>SUBTOTAL</b>			Subtotal	100,000				
Madison	Safety	<b>Repair Exterior Brick Walls-Absolutley necessary to maintain safety and continued use of this building.</b>	1,150,000		1,150,000			
Madison	Safety/ Health	Madison Roof-Bid just came in and was accepted - came in low enogh that additional funds not needed. Reduced below.	200,000					
Madison	Education	New master control and room clocks	28,500				28,500	
<b>SUBTOTAL</b>			Subtotal	1,378,500				
Middlebrook	Windows	Additional Window Requirements	350,000		350,000			
Middlebrook	Education	Provide new Intercom System	37,500		37,500			
Middlebrook	Safety	Overlay Courts With Asphalt Paving-The paved play areas are hazardous. This has been put-off for years.	70,000		70,000			
<b>SUBTOTAL</b>			Subtotal	457,500				
Tashua	Education	Provide new Intercom System	34,500			34,500		

**2014-15**  
**BOE CAPITAL REQUEST BY LOCATION AND PRIORITY**

BUILDING	Category	DESCRIPTION	2014-15		Priority A	Priority B	Priority C	Priority D
Tashua	Safety	Overlay Courts With Asphalt Paving-The paved play areas are hazardous. This has been put-off for years.	180,000		180,000			
<b>SUBTOTAL</b>			Subtotal	214,500				
<b>SUBTOTAL</b>								
<b>Fleet and Equipment</b>			Tot Facilitie	3,218,098				
	Safety/ Productivity	Toolcat -1 Decommissioning several tractors	60,000			60,000		
	Safety/ Productivity	Toolcat-2 Decommissioning several tractors	60,000				60,000	
	Safety/ Productivity/ School opening	Junking current vehicle. Replaced by 4WD- 6 wheel Rack Body w/lift and plow	75,000		75,000			
<b>SUBTOTAL</b>			Subtotal	195,000				
<b>Total of Original Request</b>				3,413,098	2,200,005	781,500	88,500	143,093
Less Madison Roof Reduction due to favorable bid results:				(200,000)				
<b>Total Revised requests:</b>				3,213,098	2,200,005	781,500	88,500	143,093

Cost of Issuance  
2% 64,262  
3,277,359.96  
Rounded 3,278,000

DRAFT  
TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT  
Regular Meeting – May 20, 2014  
Long Hill Administration Building  
Lorraine R. Smith Assembly Room

The Trumbull Board of Education convened in the Long Hill Administration Building for a Regular Meeting.

Members present:

D. Herbst, Chairperson  
R. Seaman, Secretary  
J. Donofrio, Board Member  
S. LaFrance, Board Member (arrived at 7:15 p.m.)  
J. Peddle, Board Member (arrived at 6:40 p.m.)  
M. Ward, Board Member

Members absent:

L. Chory, Vice Chairperson

Agenda Item I – Call to Order

The meeting was called to order at 6:20 p.m. At this time, it was moved (Ward) seconded (Seaman) to go into Executive Session to discuss a Trumbull Administrative Support Services (TASS) grievance and to review security and invite the Superintendent, Assistant Superintendent, Business Administrator, Board Attorney, TASS President, TASS CILU Representative, District Safety Coordinator and Plant Supervisor to be part of the discussion. Vote: Unanimous in favor. Executive Session began at 6:25 p.m. It was moved (LaFrance) seconded (Donofrio) to come out of Executive Session at 7:20 p.m. Vote: Unanimous in favor. It was moved (Donofrio) seconded (Ward) to deny the TASS grievance. Vote: 3 in favor (Donofrio, Herbst, Ward) 2 abstentions (LaFrance, Peddle). Motion passes. Mrs. Seaman was not present when the vote was taken.

Agenda Item II – Preliminary Business

- A. Salute to the Flag - The Public Session resumed at 7:21 p.m. with a salute to the Flag.
- B. Correspondence – Mrs. Seaman noted that the Board received emails/letters regarding updating the Trumbull Public Schools website, resources at Middlebrook, rehiring of non-tenured teachers, and high school credit transfers.

At this time it was moved (LaFrance) seconded (Donofrio) to take Agenda Item II-D out of order. Vote: Unanimous in favor.

D. Recognitions

1. Jane Ryan Elementary/Governor's Summer Reading Challenge—Jane Ryan Principal Mary Ellen Bolton conveyed that Jane Ryan Elementary School was recently recognized by Governor Dannel Malloy at an awards ceremony for top performing schools in the 2013 Governor's Summer Reading Challenge. It was noted that this is the second year Jane Ryan School received this award. Mrs. Bolton shared that all Jane Ryan students participated and read over 12,000 books last summer. Students representing each grade level were present and introduced themselves to the audience. Board members and the Superintendent Dr. Cialfi recognized and commended the achievement.

2. National PTA Reflections Honor Recipient—Mrs. Bolton shared that Jane Ryan Grade 4 student Catherine Xie was recently honored by the Connecticut PTA. Miss Xie received the National PTA Award of Excellence in the annual PTA Reflections program for her original story, entitled “The Phoenix.” She read an excerpt from her story and will be honored by the National PTA at a future ceremony. Dr. Cialfi and the Board commended and congratulated Catherine for her well deserved achievement.
3. Hillcrest Orchestra Performance— Dr. Cialfi welcomed the Hillcrest Orchestra for their annual performance for the Board. Under the direction of orchestra teacher Jennifer Winschel, selections played included the theme from the movie “*SkyFall*” and “*Palladio*”. Board Chair Mrs. Herbst thanked the students for performing and kudos were given to them and their teacher for their outstanding musicianship.

At 7:44 p.m. a brief recess was called and the meeting resumed at 7:46 p.m.

C. There were no public comments this evening.

#### Agenda Item III – Consent Agenda

- A. Personnel – Dr. Cialfi conveyed that Michael King has been appointed Director of Athletics. No Board action is required.
- B. Approval/Minutes – Regular Meeting – 5/6/14 – It was moved (Ward) seconded (Peddle) to approve the May 6, 2014 minutes as presented. Vote: 5 in favor (Donofrio, Herbst, LaFrance, Peddle, Ward) 1 abstention (Seaman). Motion passes.
- C. Approval/Financial Reports as of 4/30/14 –Business Administrator Sean O’Keefe shared that the Board Of Education (BOE) Finance Committee met on May 15, 2014 to review financial reports and year-end projections. He reviewed financial reports for the 10 months ended April 30, 2014. Items discussed included salaries, benefits, utilities (gas, electricity), transportation, legal and technical services, Food Services and BOE Program accounts. Mr. O’Keefe shared that he expects overruns in the utility accounts due to increased prices. Also discussed was the timing of installation of Smart Boards in all schools/classrooms, and it was noted that the work will be done incrementally. Also noted was wireless internet is expected to be fully operational in all schools by the end of the month. Mr. O’Keefe explained a tool he is using to monitor expenses on a monthly basis. He conveyed that approximately \$2,000,000 has been committed in the current year budget for the health benefits reserve. He also shared that at this time, the projection for the year end budget is negative, mostly due to increased utility costs, and he is hopeful that towards the end of June the amount of monies left in the budget will be close to zero. Mr. O’Keefe also reported that the district is still working to resolve the issue of being overcharged for school milk by Marcus Dairy. Following discussion, it was moved (Ward) seconded (LaFrance) to accept the Board of Education Financial Reports for the 10 months ended April 30, 2014 as presented. Vote: Unanimous in favor.

#### Agenda Item IV—Reports/Action Items

- A. Approval/Mentor/Cooperating Teachers—Dr. Cialfi conveyed that approval is needed for teachers chosen to represent their district in the TEAM program. He gave an overview of the TEAM program and shared that all new teachers to the district are required to participate. The District Selection Committee met and is recommending the following teachers to work as mentors with first/second year teachers and as cooperating teachers with student teachers: Jaime Curley, Andrea

Lorenz, Marie Riccio, Carolyn Collins, Michael Curry, Lisa Capozzi, Allison Iannacone, Freda Katselos-Stanton, Marie Tavella, Mildred Velasquez and Cheryl Wallace. It was moved (Ward) seconded (Seaman) to approve the teachers listed above as mentor and cooperating teachers for the TEAM program as presented. Vote: unanimous in favor.

- B. BOE Capital Projects Priority List—Plant Supervisor Steve Kennedy reviewed a list of capital projects [included in BOE May 20, 2014 meeting packet] amounting to \$3,213,098. The projects are prioritized by necessity at the request of the Board of Finance. The capital projects include: district facility assessment; new intercom systems; new master control and room clocks; repaving of parking lots, playgrounds, driveways and walkways; fuel tank removal; roof repairs; electrical systems; window replacements; and equipment replacement. Considerable discussion ensued. Items discussed included: the use of bond monies for the district facility assessment and school clocks; rationale for prioritization of projects; development of cost estimates; Hillcrest roof design; Middlebrook window replacement; playground paving; and failing equipment, i.e. trucks, tractors. It was noted that most capital project items were being addressed due to safety/security concerns and based on need. Mrs. Herbst gave kudos to Mr. Kennedy and the Building Committee for their efforts. It was moved (Peddle) seconded (LaFrance) to approve the BOE Capital Projects Priority List in the amount of \$3,213,098 as presented. Vote: unanimous in favor.

C. School Safety and Security/Public Act 13-3—This item was tabled.

D. Oral Reports

1. Teacher Board Representative—Trumbull Educators' Association (TEA) Co-President Tammy Baillargeon shared that Katie Boland has resigned as Teacher Board Representative and the TEA is now in the process of finding a replacement for her. She shared that the TEA recently held elections and she and Jane Kluspes were elected Co-Presidents. She thanked TEAM Program Coordinator Karen MacVeigh and Dr. McGrath for their support of the program. She also thanked the Board for their support of technology upgrades for the district.
2. Student Board Representative Alexa Bragg shared that Trumbull High (THS) coaches Paula Daddy, Girls' Ice Hockey, Celina Huber, Gymnastics, and Jane Marella, Cheeleading, will be receiving Coach of the Year awards. She reported that THS Seniors Katie Foley and Peter Vaikos were named Scholar-Athletes by the CIAC; the THS Baseball Team qualified for the FCIAC playoffs; and School Spirit week was taking place this week. Student Board Representative Kunal Jhaveri shared that AP testing is completed; induction ceremonies for National and World Languages Honor Societies took place recently; and student awards assembly will be held Thursday evening. He also reported on the participation of DECA, Mock Trial and We The People at national competitions where all students did well.

Agenda Item V—Receive and File

These items were received and filed.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 8:45 p.m.

# TOWN OF TRUMBULL



## TRUMBULL HIGH SCHOOL EMERGENCY GENERATOR INSTALLATION

72 STROBEL ROAD  
TRUMBULL, CONNECTICUT

7 APRIL 2014



GEOTECHNICAL ENGINEER:

**HELLER AND  
JOHNSEN**

FOOT OF BROAD ST.  
STRATFORD, CT 06615  
PHONE: (203) 360-8188  
FAX: (203) 360-8198

CIVIL ENGINEER:

**LANGAN**

555 LONG WHARF DRIVE  
NEW HAVEN, CT 06511  
PHONE: (203) 562-5771  
FAX: (203) 789-6142  
[www.langan.com](http://www.langan.com)

**ANTINOZZI ASSOCIATES**

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271 Fairfield Avenue  
Bridgeport, Connecticut 06604

TEL (203) 377-1300 FAX (203) 378-3002

STRUCTURAL ENGINEER:

**THOMAS A.  
TORRENTI, P.C.**

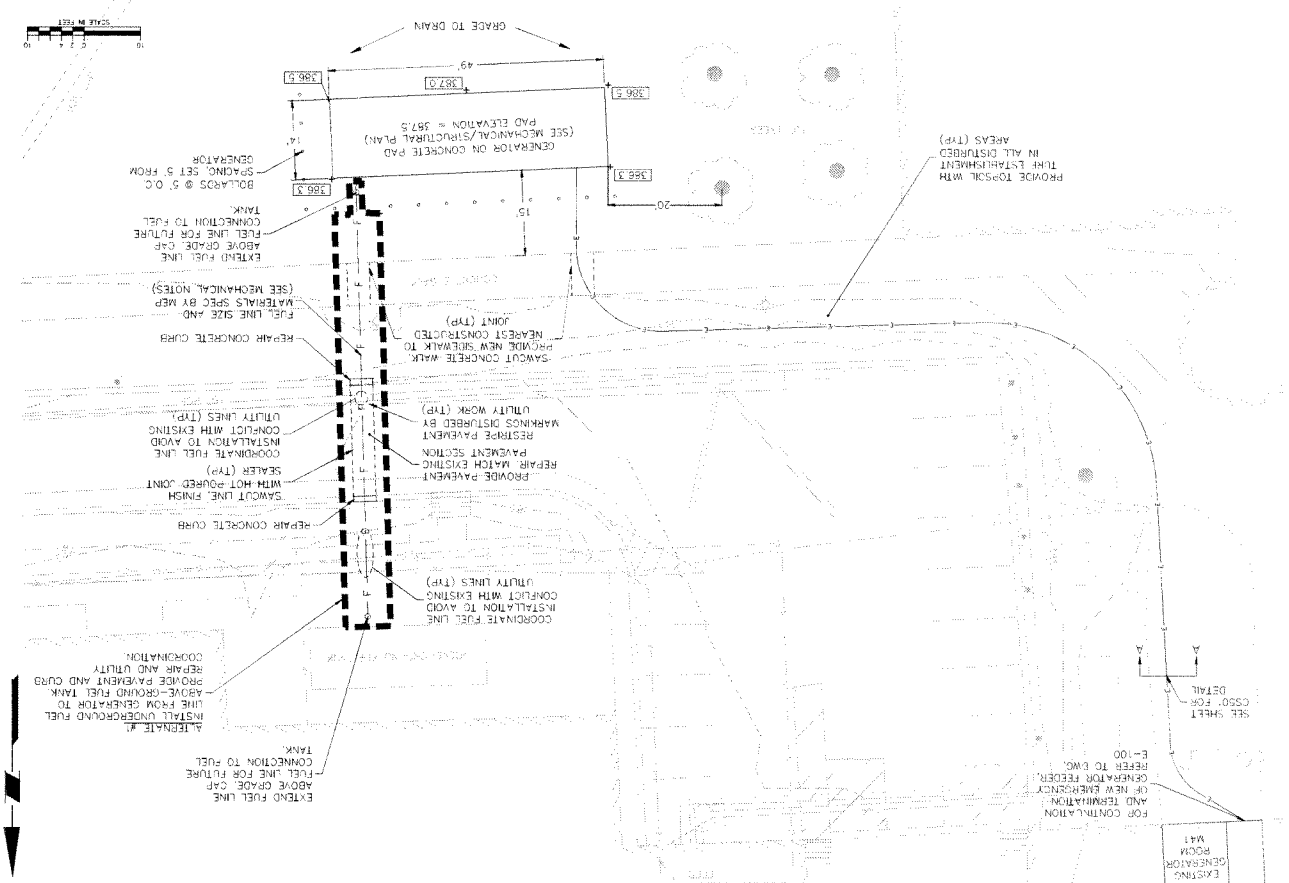
316 DOGBURN LANE  
ORANGE, CT 06477  
PHONE: (203) 891-9933  
FAX: (203) 891-8299

ELECTRICAL & MECHANICAL  
ENGINEER

**AKF**

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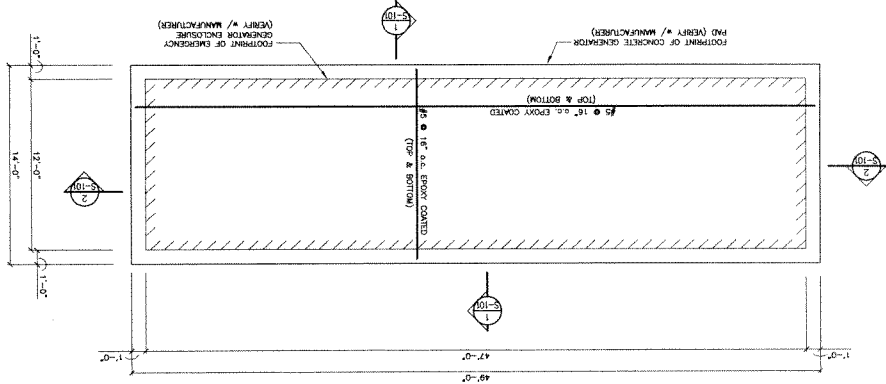




## 101-S

GENERATOR PAD PLAN,  
SECTIONS & NOTES

TOWN OF TRUMBULL  
TRUMBULL HIGH SCHOOL  
EMERGENCY GENERATOR INSTALLATION  
72 STROBEL ROAD  
TRUMBULL, CONNECTICUT



DESIGN BASIS  
GOVERNING CODE  
2005 STATE BUILDING CODE +  
2009 CONNECTICUT AMENDMENT  
ALLOWABLE SOIL BEARING PRESSURE  
4,000 POUNDS PER SQ. FT.

SHOP DRAWINGS ARE TO BE CHECKED BY THE CONTRACTOR AND BEAR THE CONTRACTOR'S INITIALS BEFORE BEING SUBMITTED TO THE ARCHITECT. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, ELEVATIONS, ANGLES, AND EXISTING CONDITIONS BEFORE PROCEEDING WITH ANY WORK. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO FOLLOW ALL APPLICABLE SAFETY CODES AND REGULATIONS DURING ALL PHASES OF CONSTRUCTION. WORK THESE PROGRAMS WITH THOSE OF OTHER TRADES FOR LOCATIONS OF OPENINGS, RECESSES, BUILT-IN WORK, ETC.

FOUNDATIONS  
REFERS TO GEOTECHNICAL REPORT PREPARED BY HELLER AND JOHNSON, DATED  
APRIL 8, 2014 FOR ADDITIONAL INFORMATION & REQUIREMENTS.  
EXPOSED GROUNDWATER MAY BE ENCOUNTERED DURING FOUNDATION CONSTRUCTION.  
CONCRETE

**MATERIALS:**

ALL CONCRETE SHALL DEVELOP A MINIMUM COMPRESSIVE STRENGTH OF 5000 PSI AT 28 DAYS.

MINIMUM OF STANDARD PRACTICE FOR DETAILING REINFORCED CONCRETE STRUCTURES.

ALL DETAILING REINFORCEMENT SHALL BE PLACED IN THE FORMS PRIOR TO POURING CONCRETE. NO CHANGES OR ADJUSTMENTS CONTAINING MORE THAN 0.15% ON CALCIUM WEIGHT OF ADMIXTURES CONTAINING MORE THAN 0.15% CHLORIDE BY WEIGHT OF ADMIXTURE SHALL BE USED IN THE CONCRETE.

PROVIDE 3% TO 7% AIR ENTRAINMENT IN ALL CONCRETE.

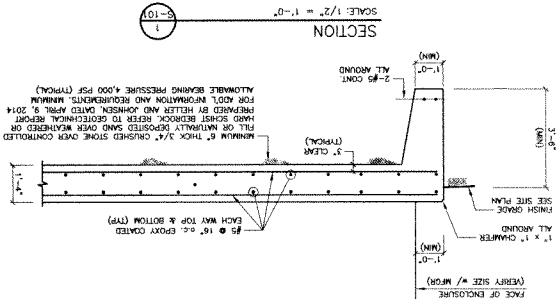
SUBMIT TYPICAL SECTION WITH LTP SHEET SPECIFYING CLASS B INTERLOCK JOINTS.

[illegible]

GENERATOR PAD PLAN

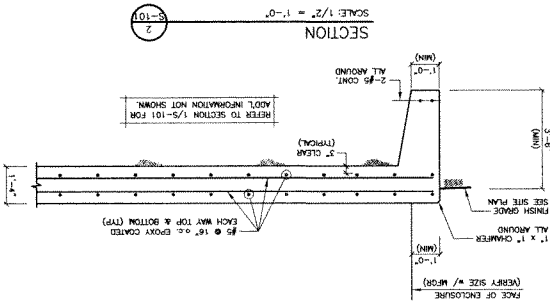
SCALE: 1/4" = 1'-0"

NOTES:



SECTION

SCALE: 1/2" = 1'-0"



SECTION

SCALE: 1/2" = 1'-0"

 $\frac{2}{10}$

## ELECTRICAL SYMBOLS LIST (NOT ALL SYMBOLS ARE NECESSARILY USED ON THIS PROJECT)

### POWER SYMBOLS

	20A, 125V DUPLEX RECEPTACLE - FLUSH WALL MOUNTED CONTROLLED FROM WALL SWITCH 1/2
	20A, 125V QUADPLEX RECEPTACLE - FLUSH WALL MOUNTED
	20A, 125V ISOLATED GROUND, DUPLEX RECEPTACLE, FLUSH FLOOR MOUNTED
	20A, 125V DUPLEX RECEPTACLE FLUSH WALL MOUNTED 1/2 TYPE
	20A, 125V EMERGENCY DUPLEX RECEPTACLE FLUSH WALL MOUNTED
	SPECIAL PURPOSE RECEPTACLE, 200A, 3-POLE TWIST-LOCK OUTLET 1P - WEATHERPROOF
	HOMERUN-NUMERAL WHERE USED INDICATES CIRCUIT NUMBER FOR REFERENCE ONLY
	HOMERUN - NUMERAL WHERE USED INDICATES CIRCUIT NUMBER FOR REFERENCE ONLY
	DRY TYPE TRANSFORMER, RATING AS INDICATED
	MOTOR CONTROLLER
	COMBINATION MOTOR CONTROLLER AND DISCONNECT SWITCH SWITCH AMPS/ # OF POLES, VOLTAGE RATING AS REQUIRED
	UNUSED DISCONNECT SWITCH SWITCH AMPS/ # OF POLES, VOLTAGE RATING AS REQUIRED
	FUSED DISCONNECT SWITCH SWITCH AMPS/FUSE AMPS/ # OF POLES, VOLTAGE RATING AS REQUIRED

	SURFACE MOUNTED LIGHTING PANELBOARD
	FLUSH MOUNTED LIGHTING PANELBOARD
	SURFACE MOUNTED POWER PANELBOARD
	SURFACE MOUNTED POWER DISTRIBUTION PANELBOARD
	CEILING MOUNTED JUNCTION BOX
	FLUSH WALL MOUNTED JUNCTION BOX
	FLUSH FLOOR MOUNTED JUNCTION BOX
	PULLBOX
	EXISTING CONDUIT TO BE REMOVED
	EXISTING CONDUIT/EQUIPMENT TO REMAIN
	NEW CONCEALED CONDUIT
	NEW EXPOSED CONDUIT
	NEW UNDERGROUND/IN SLAB CONDUIT
	NEW EMERGENCY CONDUIT
	CONDUIT TURNING UP
	CONDUIT TURNING DOWN
	CONDUIT STUB-UP WITH FLEXIBLE EQUIPMENT CONNECTION
	FLEXIBLE EQUIPMENT CONNECTION
	CAPPED CONDUIT

SECTION A  
# = DRAWING NUMBER

### SINGLE LINE DIAGRAM SYMBOLS

	POWER TRANSFORMER VOLTAGES, WINDINGS AND SIZE AS INDICATED
	AUTOMATIC TRANSFER SWITCH ATS = AUTOMATIC TRANSFER POLES AND RATINGS AS NOTED
	MOTOR
	GENERATOR
	GROUND CONNECTION
	FUSED SWITCH 100 AMP SWITCH - 90 AMP FUSE - 3 POLE
	UNFUSED SWITCH - 100 AMP SWITCH - 3 POLE
	CIRCUIT BREAKER - MOLDED CASE TYPE AMP TRIP / # OF POLES
	TRANSIENT VOLTAGE SURGE SUPPRESSION ASSEMBLY
	GROUND-FAULT PROTECTION ELEMENT
	ELECTRICAL PANELBOARD, NAME AND RATINGS AS INDICATED

### ABBREVIATIONS

(NOT ALL ABBREVIATIONS ARE NECESSARILY USED ON THIS PROJECT)

1	SPECIAL MOUNTING HEIGHT, COORDINATE LOCATION WITH ARCHITECTURAL ELEVATIONS	FLA	FULL LOAD AMPERES
1P	SINGLE POLE	FLEX	FLEXIBLE
2P	TWO POLE	FLUOR	FLUORESCENT
3	THREE POLE	G	GROUND
3P	THREE POLE	GEN	GENERATOR
AMP	AMPERE	GFI	GROUND FAULT INTERRUPTER
APF	ARREST FINISHED FLOOR	HP	HORSE POWER
ATC	AMPERE INTERRUPTING CAPACITY	HZ	HERTZ
AWG	AMERICAN WIRE GAUGE	IG	ISOLATED GROUND
BLDG	BUILDING	JB	JUNCTION BOX
CAB	CABINET	KCAL	THOUSAND CIRCULAR MILS
C	CONDUIT	KV	KILOVOLT
CB	CIRCUIT BREAKER	KVA	KILOVOLT AMPERE
CHT	CHLUT	KW	KILOWATT
CLJ	CEILING	KWH	KILOWATT HOUR
CTL	CONTROL	LTC	LIGHTING
CONN	CONNECTED	MCB	MAIN CIRCUIT BREAKER
CONT	CONTINUATION	MCC	MOTOR CONTROL CENTER
CU	COPPER	MDF	MOTOR DISTRIBUTION PANEL
°C	DEGREE CELSIUS	MH	MANHOLE
°F	DEGREE FAHRENHEIT	MIL	MIL LUG ONLY
DA	DIAMETER	MTO	MOUNTED
DGC	DISCONNECT	N	NEUTRAL
DN	DOWN	NC	NORMALLY CLOSED
DN	DOWN	NIC	NOT IN CONTRACT
DP	DISTRIBUTION PANEL BOARD	NTS	NOT TO SCALE
DWG	DRAWING	P	POLE
EA	EACH	PB	PULL BOX
EC	ELECTRICAL CONTROLLER	P	PHASE
ELC	ELECTRICAL	PH	PANEL
EN	EXISTING TO BE REMOVED & RELOCATED	PNR	POWER
(ENR)	EXISTING TO BE REMOVED & RELOCATED	RECPT	RECEPTACLE
EXIST	EXISTING	(RRC)	RECEPTACLE TO BE REMOVED AND RETURN TO OWNER
FA	FIRE ALARM	SCHED.SCH	SCHEDULE
FACP	FIRE ALARM CONTROL PANEL	SPEC	SPECIFICATION
FAP	FIRE ALARM ANNUNCIATOR PANEL	SW	SWITCH
FR	FEEDER	SYS	SYSTEMS
FXIT	FIXTURE	TRANSFORM	TRANSFORMER
FL	FLOOR	UN	UNLESS OTHERWISE NOTED
		V	VOLT OR VOLTAGE

### ELECTRICAL POWER NOTES

- CONTRACTOR SHALL COORDINATE WITH ARCHITECTURAL DRAWINGS AND ARCHITECT IN FIELD FOR SPACE LOCATION, QUANTITY AND ELEVATION OF EQUIPMENT, FIXTURES, AND OUTLETS PRIOR TO INSTALLATION.
- COORDINATE HARDWARE REQUIREMENTS FOR DOORS WITH ARCHITECT AND SECURITY CONTRACTOR PRIOR TO INSTALLATION (E.G. ELECTRIC HINGES, CARD READERS, ELECTRIC STRIKES, MACHINES, SWITCHES, POWER SUPPLIES, ETC.).
- REFER TO ELECTRICAL DETAIL AND WIRING DIAGRAM SHEETS FOR ADDITIONAL INFORMATION AND REQUIREMENTS FOR RESPECTIVE SYSTEMS.
- ALL BRINCO CIRCUIT HOME RUNS SHALL BE 2#12 & 1#12 GND IN 3/4" CONDUIT UNLESS OTHERWISE NOTED. TO BE IN 18" GROUNDING RIGIDITY OF THREE HOMERUNS PER CONDUIT.
- COORDINATE MEDIA OUTLET AND PLUG CONFIGURATION WITH MANUFACTURER AND/OR OTHER TRADES PROVIDING THE EQUIPMENT PRIOR TO INSTALLATION.
- ELECTRICAL CONTRACTOR SHALL REMOVE ANY LAY IN CEILING AND CEILING GRID BUSES UPON ALL ELECTRICAL WORK COMPLETION. ELECTRICAL CONTRACTOR SHALL RE-INSTALL CEILING GRID AND LAY IN CEILING TO LINES NEW CONDITIONS.

### ELECTRICAL DEMOLITION NOTES

- THE CONTRACTOR SHALL INCLUDE IN HIS BID ALL COSTS ASSOCIATED WITH REMOVALS AND RELOCATIONS OF ELECTRICAL WORK AS DESCRIBED IN THE SPECIFICATIONS WITH ALLOWANCES FOR EXISTING OR UNOCCUPIED DIFFICULTIES WHEN CONCEALED WORK HAS BEEN OPENED. NO CLAIMS FOR ADDITIONAL WORK ASSOCIATED WITH DEMOLITION WILL BE ACCEPTED EXCEPT IN CERTAIN CASES CONSIDERED JUSTIFIABLE BY THE ARCHITECT.
- THE CONTRACTOR SHALL REMOVE AND/OR RELOCATE ALL EXISTING ELECTRICAL WORK WHICH INTERFERES WITH THE ELECTRICAL DEMOLITION PLANS. ALL SYSTEMS WHICH ARE NO LONGER REQUIRED TO BE DEMOLISHED SHALL BE DE-ENERGIZED AND DISCONNECTED AT THE SOURCE OF POWER SUPPLY.
- THE CONTRACTOR SHALL PERFORM DEMOLITION AND REMOVAL WORK WITH MINIMAL INTERFERENCE WITH FUNCTIONAL ELECTRICAL SYSTEMS. ALL EXISTING SYSTEMS SHALL BE RECONNECTED AND RESTORED.
- DEMOLITION AND REMOVAL WORK SHALL BE PERFORMED IN A NEAT AND ORGANIZATIONAL MANNER. THE CONTRACTOR SHALL PATCH, REPAIR OR OTHERWISE RESTORE ANY DAMAGED INTERIOR OR EXTERIOR BUILDING SURFACE TO ITS ORIGINAL CONDITION.
- THE CONTRACTOR SHALL REMOVE ALL ELECTRICAL OUTLETS, SWITCHES AND OTHER DEVICES COMPLETE WITH ASSOCIATED WIRING, CONDUITS, ETC., FROM PARTITIONS THAT ARE TO BE REMOVED. WHERE THE REMOVAL OF THESE ITEMS DISRUPTS EXISTING WIRING THAT IS TO REMAIN, THE CONTRACTOR SHALL INSTALL JUNCTION BOXES AND OTHER DEVICES AND PROVIDE BYPASS CONNECTIONS NECESSARY TO MAKE CIRCUITS AFFECTED CONTINUOUS AND READY FOR OPERATION. OTHERWISE, WIRING SHALL BE REMOVED BACK TO THE NEAREST ELECTRICAL JUNCTION BOX THAT IS TO REMAIN OR TO PANELBOARD.
- ALL REMOVED WHICH BECOME EXPOSED DURING THE ALTERATION WORK SHALL BE MODIFIED TO REFLECT THE BRANCH CIRCUIT WIRING CHANGES.
- ALL UNUSED OUTLET BOXES OR CAPPED FLOOR OUTLETS SHALL BE PROVIDED WITH MATCHING BLANK COVERS.
- EXISTING PANEL DIRECTORIES AFFECTED BY THE ALTERATION WORK SHALL BE MODIFIED TO REFLECT THE BRANCH CIRCUIT WIRING CHANGES.
- PORTIONS OF FEEDER RUNS TO BE REMOVED OR ABANDONED AS A RESULT OF DEMOLITION WORK, BUT WHICH ARE REQUIRED TO REMAIN ENERGIZED, SHALL BE CUT AT CONVENIENT LOCATIONS, REROUTED AND RECONNECTED. NEW FEEDER EXTENSIONS SHALL MATCH EXISTING ONES IN ALL RESPECTS, CABLE TYPE, CONDUCTOR AMPLITUDE, CONDUIT SIZES, ETC.
- THE CONTRACTOR SHALL NOTIFY THE OWNER AT THE APPROPRIATE TIME OF THE PROJECTED DEMOLITION AND PHASING SCHEDULE SO THAT REMOVAL OR RELOCATION OF AFFECTED UTILITIES MAY BE CARRIED OUT IN COORDINATION WITH THE PROJECT REQUIREMENTS. THE CONTRACTOR SHALL FOLLOW CLOSELY THE ARCHITECT'S DEMOLITION AND PHASING SCHEDULE AND PROCEED IN THE SPECIFIED SEQUENCE.
- ALL EXISTING MATERIAL AND EQUIPMENT IN USABLE CONDITION, WHICH IS TO BE REMOVED UNDER THIS CONTRACT, SHALL REMAIN THE PROPERTY OF THE OWNER OR SHALL BE DISPOSED OF BY THE ELECTRICAL CONTRACTOR, AS DIRECTED BY THE OWNER.
- ARRANGE TO WORK CONTINUOUSLY, INCLUDING OVER TIME, IF REQUIRED, TO ASSURE THAT SYSTEMS WILL BE SHUT DOWN ONLY DURING THE TIME ACTUALLY REQUIRED TO MAKE THE NECESSARY CONNECTIONS TO THE EXISTING SYSTEMS.
- THE SHUT-DOWN OF EXISTING BUILDING ELECTRICAL SERVICES SHALL BE COORDINATED WITH THE OWNER. MAKE ARRANGEMENTS AT LEAST 3 BUSINESS DAYS PRIOR TO A SHUT-DOWN.

DRAWING NO.	DRAWING TITLE
E-000	ELECTRICAL FRONT SHEET
E-100	AREA "A" ELECTRICAL PART-PLAN
E-101	AREA "A" ELECTRICAL PART-PLAN
E-200	ELECTRICAL PARTIAL ONE-LINE DIAGRAM
E-300	ELECTRICAL DETAILS

### ELECTRICAL GENERAL NOTES

- GENERAL NOTES, SYMBOL LIST AND DETAILS ARE APPLICABLE TO ALL ELECTRICAL DRAWINGS.
- ALL WORK IS NEW UNLESS OTHERWISE NOTED.
- DRAWINGS ARE DIAGRAMMATIC AND INDICATE GENERAL ARRANGEMENT OF SYSTEMS AND WORK. FOLLOW DRAWINGS IN LAYING OUT WORK AND CHECK DRAWINGS OF OTHER TRADES TO VERIFY SPACE CONDITIONS, MAINTAIN HEADROOM AND SPACE CONDITIONS.
- SECURE ALL SUPPORTS TO BUILDING STRUCTURE UTILIZING TIE-RODS (HOLLOW NUTS), EXPANSION SHIELDS OR ANCHORS (CONCRETE AND BRICK), MACHINE SCREWS (METAL), BEAM CLAMPS (FRAMING), WOOD SCREWS (WOOD) OR FAN THRU STRAPS (METAL DECK). NAILS, NAIL PLUGS AND WOOD PLUGS ARE NOT PERMITTED. WHERE REQUIRED BY STRUCTURE, PROVIDE THRU BOLTS AND FISH PLATES. SUPPORT HORIZONTAL RUNS OF METALLIC RACEWAYS NOT MORE THAN 10 FT APART. SUPPORT RACEWAY RISERS AT EACH FLOOR LEVEL. RUN EXPOSED RACEWAYS PARALLEL WITH OR AT RIGHT ANGLES TO WALLS.
- PASS RACEWAYS OVER WATER, STEAM OR OTHER FLUID WHEN PULL BOXES ARE NOT REQUIRED. NO RACEWAY WITHIN 3 INCHES OF STEAM OR HOT WATER PIPES OR APPLIANCES (EXCEPT PIPE CROSSINGS WHERE RACEWAY SHALL BE AT LEAST 1 INCH FROM PIPE CORNERS).
- CUT CONDUIT ENDS SQUARE, REAM SMOOTH, PAINT MALE THREAD OF FIELD THREADED RACEWAYS WITH GRAPHITE BASE PIPE COMPOUND. DRAW UP TIGHT WITH RACEWAY COURSE.
- HORIZONTAL OR CROSS RUNS IN PARTITIONS AND WALLS ARE NOT PERMITTED. DO NOT RUN CONDUIT IN PRECAST ROOF SLABS, IN 2 INCH SLABS OR IN TORPEDO FLOOR FINISH.
- LEAVE WIRES WITH SUFFICIENT SLACK TO PERMIT MAKING FINAL CONNECTIONS. RACEWAYS OVER 10 FT LONG IN WHICH WIRING IS NOT INSTALLED: TURNISH FISH WIRE.
- SET BOXES SQUARE AND TRUE WITH BUILDING FINISH. ERECT WALL AND SWITCH OUTLETS IN ADVANCE OF PLUMBING AND FIREPROOFING. SECURE TO BUILDING STRUCTURE BY ADJUSTABLE STRAP IRONS.
- VERIFY LOCATIONS OF OUTLETS AND SWITCHES IN FINISHED ROOMS WITH ARCHITECTURAL DRAWINGS OF INTERIOR DETAILS AND FINISH. IN CENTERING OUTLETS AND LOCATING BOXES AND OUTLETS, ALLOW FOR OVERHEAD PIPES, DUCTS AND MECHANICAL EQUIPMENT, VARIATIONS IN FIREPROOFING AND PLASTERING, WINDOW AND DOOR TRIM, PANELING, HUNG CEILING AND THE LIKE. CORRECT ANY INACCURACY RESULTING FROM FAILURE TO DO SO WITHOUT EXPENSE TO OWNER.
- LOCATIONS INDICATED FOR LOCAL WALL SWITCHES ARE SUBJECT TO MODIFICATIONS AT OR NEAR DOORS. COORDINATE WITH ARCHITECT AND INSTALL SWITCH ON SIDE OPPOSITE HINGE. VERIFY FINAL HINGE LOCATIONS IN FIELD PRIOR TO SWITCH OUTLET INSTALLATION.
- COVERS OF JUNCTION AND PULLBOXES SHALL BE READILY ACCESSIBLE.
- PROVIDE PULLBOXES WHERE INDICATED, WHERE REQUIRED BY CODE AND WHERE NECESSARY TO FACILITATE PULLING OF WIRE. COORDINATE PULLBOX LOCATIONS WITH OTHER TRADES.
- EMPTY RACEWAY RUNS: PROVIDE PULLBOXES EVERY 100 FT AND AS INDICATED. COORDINATE LOCATIONS WITH OTHER TRADES.
- JUNCTION AND PULLBOXES: LOCATE GENERALLY NOT EXPOSED IN FINISHED SPACES WHERE NECESSARY. REROUTE RACEWAYS OR MAKE OTHER ARRANGEMENTS FOR CONCEALMENT.
- SUPPORT PANEL, JUNCTION AND PULLBOXES INDEPENDENTLY TO BUILDING STRUCTURE WITH NO WEIGHT BEARING ON RACEWAYS.
- ALL ACCESS DOOR LOCATIONS SHALL BE REVIEWED BY ARCHITECT PRIOR TO INSTALLATION.
- CONNECT CONDUIT TO MOTOR CONDUIT TERMINAL BOXES WITH FLEXIBLE CONDUIT (MINIMUM 18 IN LENGTH AND 50% SLACK). RUN WIRES IN BRANCH CIRCUIT CONDUIT AND INCREASE CONDUIT SIZE AS REQUIRED.
- PULL NO THERMOPLASTIC WIRES AT TEMPERATURES LOWER THAN 32°F (0°C). PROVIDE CABLE SUPPORTS FOR WIRE IN RISER CONDITIONS AS REQUIRED BY CODE.
- PROVIDE SEPARATE RACEWAYS FOR CONDUCTORS OF NORMAL AND EMERGENCY CIRCUITS. COMMON BOXES: PROVIDE BARRIERS BETWEEN EMERGENCY AND NORMAL WIRING.
- HEIGHTS OF OUTLETS FROM FINISHED FLOOR TO CENTERLINE OF OUTLET.
- RECEPTACLES AND TELEPHONES:  
GENERALLY  
OTHER WORK BENCHES 4'-6"  
WALL SWITCHES 4'-0"  
WALL FIXTURES 7'-0"  
MOTOR CONTROLLERS 6'-0"  
DOWNS AND HOOKS 7'-0"  
FIRE ALARM STATIONS 4'-0"  
CLOCKS 7'-0"  
STORAGE LIGHTS 6'-0" TO BOTTOM  
EXCEPTIONS: AT JUNCTION OF DIFFERENT WALL FINISH MATERIALS, ON MOLDING OR BREAK IN WALL SURFACE, IN VIOLATION OF CODE REQUIREMENTS, AS NOTED OR DIRECTED.  
CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING AND CONTINUING ALL MOUNTING HEIGHTS WITH ARCHITECT AND ARCHITECTURAL DRAWINGS.
- WIRE COLOR CODING: AS PER CODE. WHERE COLOR-CODED CABLE IS NOT AVAILABLE, CERTIFY IN WRITING AND REQUEST PERMISSION FOR OVERLAP COLOR TAPING OF CONDUCTORS (MINIMUM LENGTH 4" IN ACCESSIBLE LOCATIONS. COLOR CODING, ONCE SELECTED, MUST BE USED CONSISTENTLY FOR THE ENTIRE PROJECT.
- INSTALL NEW WORK AND CONNECT TO EXISTING WORK WITH MINIMUM INTERFERENCE TO EXISTING FACILITIES. TEMPORARY SHUTDOWNS: ONLY WITH WRITTEN CONSENT OF OWNER. MAINTAIN CONTINUOUS OPERATION OF EXISTING FACILITIES. ALARM AND EMERGENCY SYSTEMS ARE NOT TO BE INTERRUPTED.
- FIRESTOPPING SHALL BE INSTALLED WHENEVER WIRING OR RACEWAYS CROSS FIRE RATED CONSTRUCTION.



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CONTRACT NO.

DATE: 07 APRIL 2014

DESIGNER: NTS

CHECKED: HP

APPROVED: BK

DATE: 07 APRIL 2014

DATE: 07 APRIL 2014

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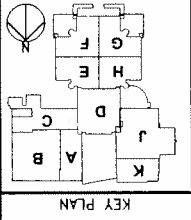
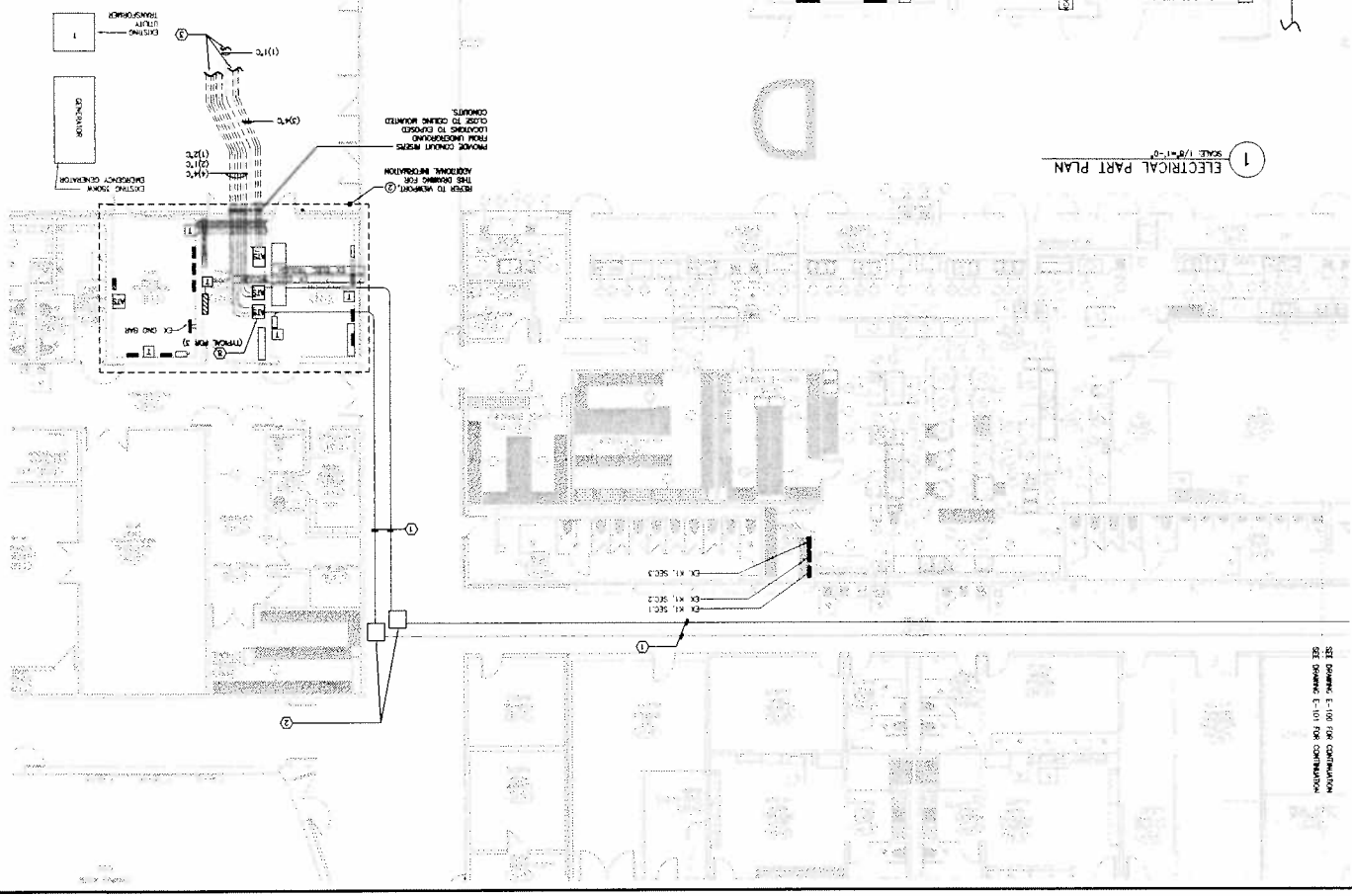
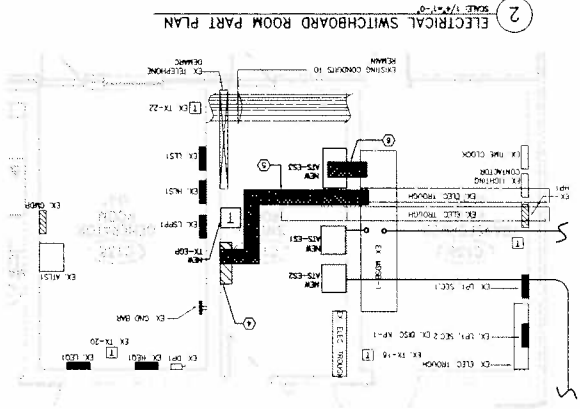
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E-100

AREA "D"

ELECTRICAL PART-PLAN

7/8" = 1'-0"

1" = 1'-0"

1/4" = 1'-0"

1/8" = 1'-0"

1/16" = 1'-0"

1/32" = 1'-0"

1/64" = 1'-0"

1/128" = 1'-0"

1/256" = 1'-0"

1/512" = 1'-0"

1/1024" = 1'-0"

1/2048" = 1'-0"

1/4096" = 1'-0"

1/8192" = 1'-0"

1/16384" = 1'-0"

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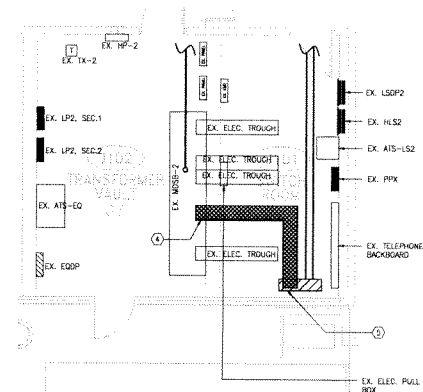
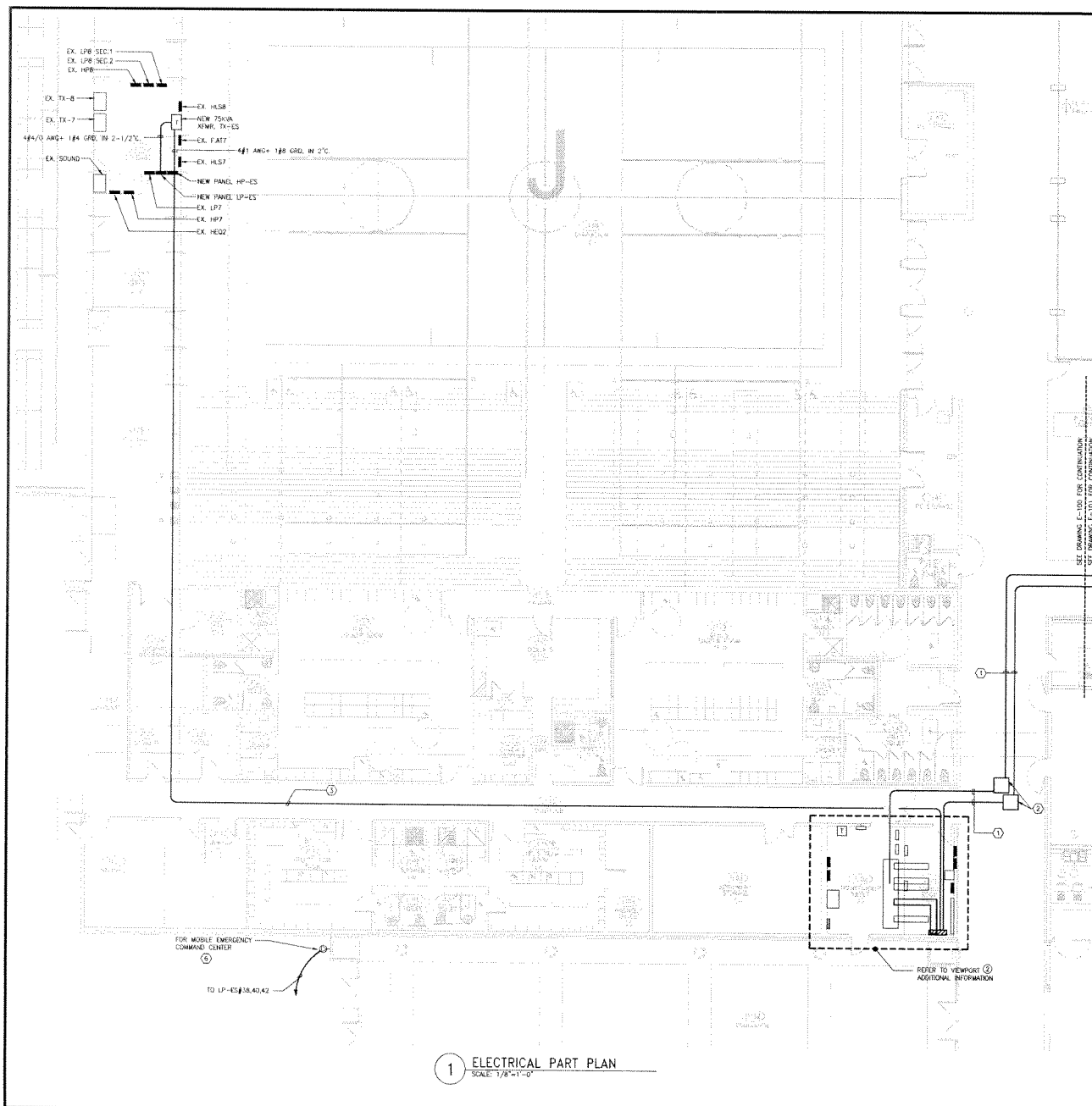
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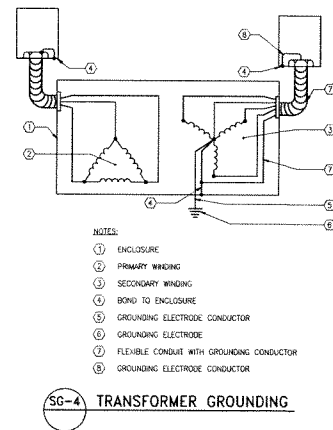
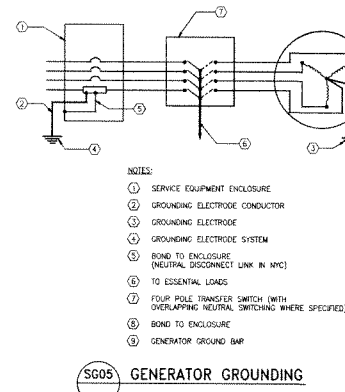
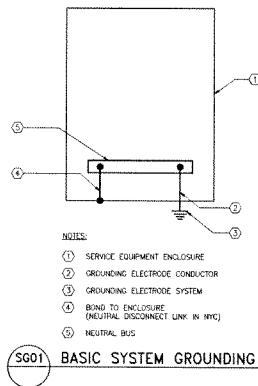
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ANTINOZZI ASSOCIATES  
ARCHITECTURE & INTERIORS







**ANTINOZZI ASSOCIATES**  
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This document has been prepared specifically for the project. Its publication or other use of these drawings is prohibited without the approval of the architect.

**AKF**

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T: 203.323.4233 F: 203.323.2999  
AKF ARCHITECTURE, P.C. 06902-0001  
AKF ARCHITECTURE, P.C. 06902-0001

DATE: 07/04/2014  
BY: AKF  
CHECKED BY: AKF  
APPROVED BY: AKF

REVISIONS

NO. DATE DESCRIPTION

1 07/04/2014

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3 07/04/2014

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September 5, 2013

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Kenneth F. McCabe  
Executive Director Trumbull Loves Children  
2 Corporate Drive  
Trumbull, CT 06611

RE: Application 13-59, Trumbull Loves Children - Permit approval to construct a school facility and associated parking with an upland review area and discharge of storm water within a regulated area at 710 Daniels Farm Road.

Dear Mr. McCabe,

The subject application, at a regular meeting held September 3, 2013 was reviewed by the Inland Wetlands and Watercourses Commission for permission to construct a school facility and associated parking with an upland review area and discharge of storm water within a regulated area at 710 Daniels Farm Road.

In accordance with the regulations of the Inland Wetlands and Watercourses Commission, the Commission voted to grant a permit to Kenneth McCabe of Trumbull Loves Children to conduct the above activity.

The application was **APPROVED**, as submitted, subject to the attached General Conditions as established by the Commission and the following specific conditions:

- The galley and driveway maintenance schedule shall be on the final construction plans.
- The construction plan shall include details for the hooded catch basins.
- The LOD (limit of disturbance) shall be depicted on the final construction plans.

Said action has been fixed to become effective on September 24, 2013 and a copy thereof has been filed and recorded in the Office of the Town Clerk.

Inland Wetlands and Watercourses Commission

*Richard H. Girouard, Sr.*

Richard H. Girouard, Sr., Chairman

RHG/mdm

cc: Town Clerk, Town Engineer, Building Department, Planning & Zoning, James Swift,  
Ben Proto Esq.

October 11, 2012

Kenneth McCabe  
Trumbull Loves Children, Inc.  
2 Corporate Drive  
Trumbull, CT 06611

Re: Traffic Statement  
Daniel Farms Road  
Trumbull, Connecticut



Dear Mr. McCabe:

As requested, we have prepared this Traffic Statement for the proposed expansion of the existing 66 student, 4,000 square foot Trumbull Loves Children building to a 12,000 square foot building for a maximum of 120 students on the site located at the existing Daniel Farms Road school. This statement is provided in support of the expansion to the Town of Trumbull Board of Education and summarizes the potential traffic impacts on the school driveways during the peak hours.

## Existing Conditions

The site is located at the rear of the existing Daniel Farms Road school in the Town of Trumbull. The site frontage is along Daniel Farms Road. Existing land use near the site is primarily residential with single family homes. Daniel Farms school has three site drives, the southernmost is for parent drop-off and pick-up, the middle drive is an enter-only drive and the northern drive is exit-only. The site lines from the exit-only drive can be improved to maximize the safety of exiting vehicles by trimming the vegetation along the roadway.

The existing travel speeds along Daniels Farm Road exceed the posted 30 miles per hour and 25 miles per hour in a school zone. Vehicle collision history was reviewed with the Town of Trumbull Police Department. According to the Police Department, there are no reported motor vehicle collisions in the vicinity of Daniel Farms School in the last couple of years.

Daniel Farms Road is classified as a minor arterial by the Connecticut Department of Transportation (ConnDOT), running from south to north between Route 25 (Henry Mucci Highway) to where it splits and becomes Moose Hill Road or McGuire Road. . Along the site frontage Daniels Farms Road is 30-feet wide with one 12-foot travel lane and a 3-foot shoulder in each direction.

## Site Generated Traffic – Existing

An automatic traffic recorder (ATR) was placed at the interior Daniel Farms School drive, which serves the faculty parking lot and existing 4,000 square foot site from September 21<sup>st</sup> through September 23<sup>rd</sup> 2012. Based on these counts, during the weekday morning peak hour, the existing site and faculty parking lot generate 62 vehicles (38 enter, 24 exit) and 68 vehicles (27 enter, 41 exit) during the weekday afternoon peak hour.



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As observed in the field during the adjacent street afternoon peak hours, the existing traffic generated by the existing site and elementary school staff is spread out over the peak hours. The maximum observed on-site queue at the exit-only site drive was three vehicles which experience a maximum delay of one or two minutes due to the traffic volumes along Daniel Farms Road. The weekday morning and afternoon peak hour traffic volumes are illustrated in Figures 1 and 2.

## Future Conditions

The proposed site consists of a 12,000 square foot building holding a maximum of 120 students at the existing Daniel Farms Road school.

### Site Generated Traffic – Future

Site generated traffic volumes for the proposed expansion to a 12,000 square foot site were estimated using the trip generation rates for a daycare center from the *Institute of Transportation Engineering (ITE), Trip Generation, 8<sup>th</sup> Edition, 2008*.

The proposed site will generate 96 trips (51 enter, 45 exit) during the weekday morning peak hour and 98 trips (46 enter, 52 exit) during the weekday afternoon peak hour. There will be a net increase of traffic generated by this proposal on the roadway network of 43 trips (23 enter, 20 exit) during the weekday morning peak hour and 44 trips (21 enter, 23 exit) during the weekday afternoon peak hour. This proposed increase is less than one vehicle per minute during the peak hours. The future weekday morning and afternoon peak hour traffic volumes are illustrated in Figures 3 and 4.

## Conclusion

The proposed 8,000 square foot expansion to the existing Trumbull Loves Children building will not significantly impact the existing Daniel Farms school driveways or Daniel Farms Road. The proposed use generates less than one additional trip per minute during the peak hours; which will not have a significant impact to traffic operations at the existing site drives.

Respectfully Submitted,



**TIGHE & BOND, INC.**

Joseph C. Balskus, P.E., PTOE  
Director of Traffic and Parking

Enclosures – Tables & Figures

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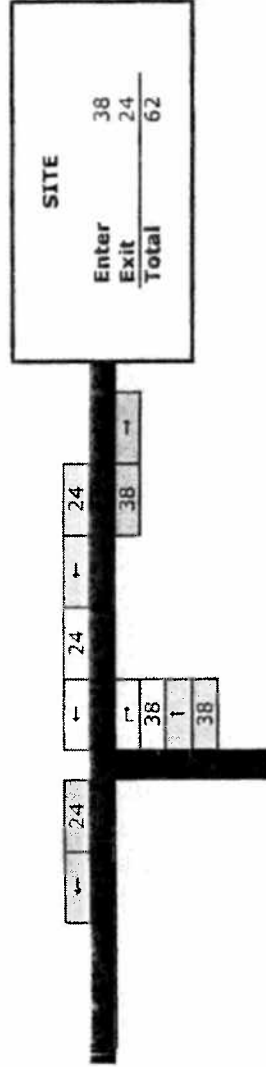
**TABLE 1**  
Site Generated Traffic Summary

<b>Existing - 66 Student Day Care Center</b>			
<b>Peak Hour Period</b>	<b>Enter</b>	<b>Exit</b>	<b>Total</b>
Weekday Morning	28	25	53
Weekday Afternoon	25	29	54

<b>Proposed - 120 Student (Max.) Day Care Center</b>			
<b>Peak Hour Period</b>	<b>Enter</b>	<b>Exit</b>	<b>Total</b>
Weekday Morning	51	45	96
Weekday Afternoon	46	52	98

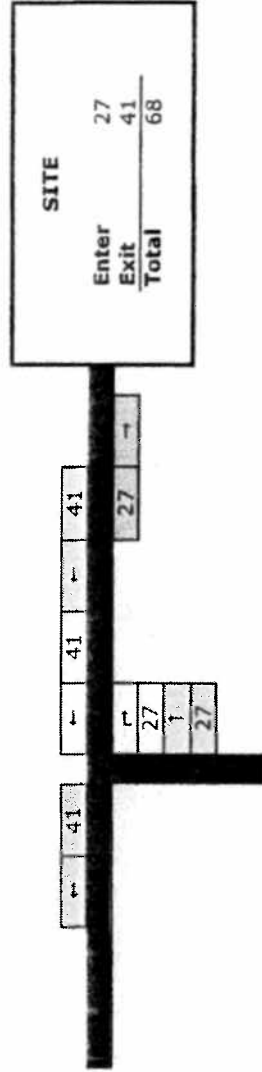
**Source:** Institute of Transportation Engineering, *Trip Generation*,  
8<sup>th</sup> Edition, 2008  
Land Use - 565 Day Care Center



2012 Existing Traffic Volumes  
Weekday Morning Peak Hour

TLC - Daniels Farm School  
Trumbull, Connecticut

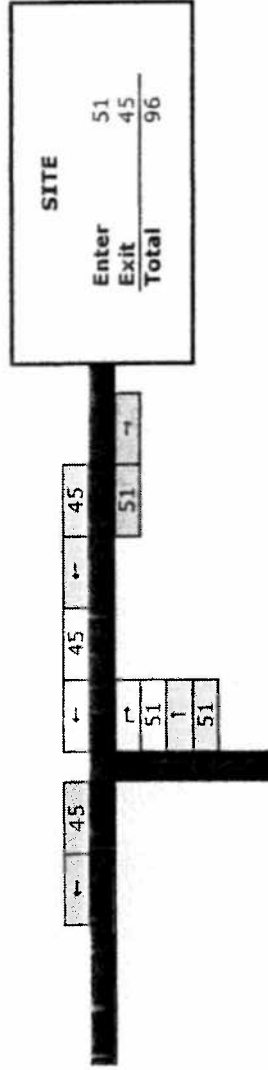
Figure 1  
October 4, 2012



2012 Existing Traffic Volumes  
Weekday Afternoon Peak Hour

TLC - Daniels Farm School  
Trumbull, Connecticut

Figure 2  
October 4, 2012

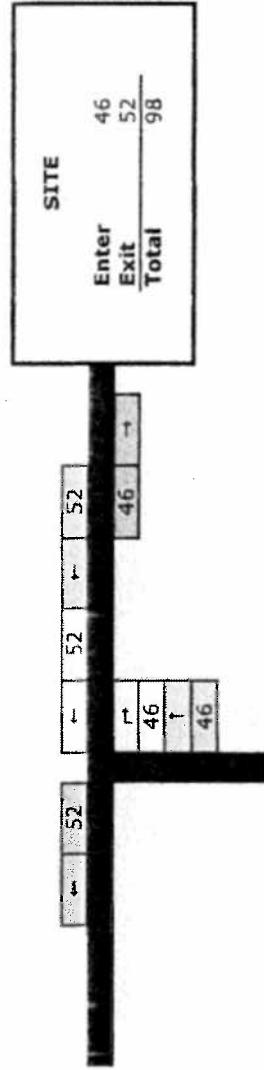


SITE		
Enter	51	
Exit	45	
Total	96	

2012 Combined Traffic Volumes  
Weekday Morning Peak Hour

TLC - Daniels Farm School  
Trumbull, Connecticut

Figure 3  
October 4, 2012



2012 Combined Traffic Volumes  
Weekday Afternoon Peak Hour

TLC - Daniels Farm School  
Trumbull, Connecticut

**Figure 4**  
October 4, 2012



**TRUMBULL CHARTER REVISION COMMISSION'S**  
**DRAFT REPORT, AS AMENDED ON MAY 27, 2014**

The Trumbull Charter Revision Commission consists of five members appointed by the Town Council: Suzanne Burr-Monaco, Daniel Portanova, Adam Maiocco, Ken Martin and Daniel Shamas. The Commission held its organizational meeting on April 8, 2014. At this meeting, the Commission elected Ms. Burr-Monaco as Chairman, Mr. Portanova as Vice-Chairman and Mr. Maiocco as Secretary.

Subsequent meetings were held weekly on April 15, April 22, April 29, May 6, May 13, May 20 and May 27, 2014. All meetings were open to the public. A public hearing was held on April 21, 2014 prior to the Commission beginning substantive work on the Charter. Another public hearing was held on May 27, 2014 after the Commission had completed its draft report. The Commission heard and reviewed all suggestions for revisions made by the public, in addition to suggestions made by the First Selectman, the Chairman of the Town Council, the Clerk of the Town Council and the Chairman of the Ethics Commission. The Commission also heard and reviewed information regarding funding of the Town's pensions plans which was provided by the Treasurer and Director of Finance, both of whom are voting members of the Pension Board.

After considering all suggestions and information provided, the Commission hereby amends its draft report dated May 20, 2014 and proposes the following changes to the Town Charter:

**Chapter I, Section 4B. Incorporation and General Powers. Defined Terms.**  
**(p. 3)**

"Days" Unless otherwise specified, all references in this Charter to days are business days. Business days are those days that the Town Clerk's Office is open.

(REASON: Definition of "business days" added to clarify meaning of term used throughout Charter.)

**Chapter II, Section 5B. Legislative Branch. Meetings (pp. 7-8)**

All elected and appointed boards, commissions, and committees, including the Town Council, will post information about meetings as follows:

- For all meetings, agendas and all non-privileged supplemental materials will be posted on the Town's official web site no less than forty-eight (48) hours prior to the posted start time of the related meeting.
- Minutes of all meetings will be posted on the Town's official web site by the end of the seventh (7<sup>th</sup>) day following the date the meeting ends.
- The information posted on the Town's official web site must be publicly accessible and downloadable.

- The posted information must be kept available on the web site for the greater of five (5) years or the minimum required by law.
- Such additional requirements under the Connecticut Freedom of Information Act as amended.

(REASON: "Non-privileged" language added to clarify that privileged documents, e.g. those discussed in executive session, need not be posted.)

## **Chapter II, Section 6. Legislative Branch. Adoption of Legislation (pp. 8-9)**

The adoption of the annual budget shall be governed by the provisions of chapter IV, *infra*. Every other legislative action, except an emergency action, election of Council officers, appointment of the Clerk of the Council, appointment of an acting First Selectman and adoption of rules and procedure, shall, within three (3) days of its passage, be submitted to the First Selectman for his/her approval. The First Selectman shall sign the proposed legislation, if he/she approves it. If he/she disapproves of the proposed legislation, he/she may within five (5) days following receipt of the same veto and return it to the Clerk of the Council with a statement of the reasons for his/her veto which statement shall be transmitted by the Clerk to the Council at its next meeting. The Council may thereafter pass the proposed legislation by an affirmative vote of at least two-thirds (2/3) of its entire membership. Final passage shall mean adoption by the Council and approval by the First Selectman as provided herein or, in the event of veto by the First Selectman, a subsequent adoption of such legislation by two-thirds (2/3) vote of the entire membership of the Council. If the First Selectman neither approves nor vetoes said legislation within the time required, no further action shall be required by the Council for final passage. Unless such legislative action shall be designated emergency legislation as provided herein, or shall specify a later effective date, it shall become effective on the fifteenth (15<sup>th</sup>) day following publication, except with reference to the annual budget which shall become effective as hereinafter provided. Additionally, the fifteen (15) day period shall not apply to appointments made for members of Boards and Commissions. Such appointments shall become effective immediately upon publication.

(REASON: 15 day waiting period for appointments to Boards and Commissions omitted to provide quorums for meetings).

**Chapter III, Section 1. Executive Branch. Office of First Selectman; Election and Qualifications. (p. 12)**

Except as provided herein, a First Selectman shall be elected at the Town election to hold office for a term of two (2) years and until his/her successor shall be elected and qualified. Commencing with the election occurring in November 2017, a First Selectman shall be elected at the Town election to hold office for a term of four (4) years and until his/her successor shall be elected and qualified.

(REASON: Term changed to 4 years to provide greater continuity.)

**Chapter III, Section 3A. Executive Branch. Absence, Disability, Vacancy, etc. (p. 13)**

In the event of his/her disability, personal emergency or temporary absence, the First Selectman may, by letter filed with the Town Clerk, appoint the Chairman of the Town Council or the Town Treasurer in the event that the Chairman of the Town Council cannot or will not serve, to perform the duties of and serve as acting First Selectman. In the event that the First Selectman fails to do so, the Town Council may make said appointment by resolution. The Town Council shall in any event make said appointment if the First Selectman shall be absent from his/her duties for more than thirty (30) consecutive days.

(REASON: Succession changed to minimize need for special election; Chairman is also involved in all aspects of Town government.)

**Chapter III, Section 3C. Executive Branch. Absence, Disability, Vacancy, etc. (p. 14)**

Such special election shall be held on a day to be prescribed by the Town Council which day shall not be earlier than the ninetieth (90<sup>th</sup>) day and not later than the one hundredth (100<sup>th</sup>) day following the day of such warning. Until the result of said special election shall have been determined, the Chairman of the Town Council shall serve as acting First Selectman. If the vacancy occurs within six (6) months from the end of the First Selectman's term, no proceeding shall be had to fill the vacancy and the Chairman of the Town Council shall become the First Selectman and serve as First Selectman until the expiration of the First Selectman's term. In the event the Chairman of the Town Council declines to serve, the Town Treasurer shall become the First Selectman and serve as First Selectman until the expiration of the First Selectman's term.

(REASON: Succession changed to conform with change in Section 3A.)

**Chapter III, Section 6D. Executive Branch. Department of Finance. Treasurer. (p. 18)**

Except as provided herein, the Treasurer shall be elected at the Town election for a term of two (2) years and until his/her successor shall be elected and qualified. Commencing with the election occurring in November 2017, the Treasurer shall be elected at the Town election for a term of four (4) years and until his/her successor shall be elected and qualified. The Treasurer shall have and exercise the powers and duties conferred and imposed by law on town treasurers except those duties which are conferred specifically upon the Director of Finance by this chapter.

(REASON: Term changed to 4 years to provide greater continuity.)

**Chapter III, Section G(ii). Executive Branch. Department of Finance. Purchasing contracts and expenditures. (p. 21)**

Before any purchase is made or any contract for insurance, public work or services, other than professional services, involving an expenditure of more than three thousand dollars (\$3,000.00), is let, said purchasing authority shall procure quotes from at least three (3) sources, whenever practicable, and such quotes shall be open to any bidder who shall conform to the regulations which may be imposed by said purchasing authority when the quotes are requested.

(REASON: \$1,000.00 expenditure changed to \$3,000.00 due to increased costs of many purchases and contracts; it has also become increasingly difficult to obtain bids for lower dollar amount.)

**Chapter III, Section 7. Executive Branch. Town Clerk. (pp. 24-25)**

Except as provided herein, the Town Clerk shall be elected at the Town election for a term of two (2) years and until his/her successor shall be elected and qualified. Commencing with the election occurring in November 2017, the Town Clerk shall be elected at the Town Election for a term of four (4) years and until his/her successor shall be elected and qualified. The Town Clerk shall have all powers and duties conferred or imposed by law on town clerks and shall serve as registrar of vital statistics. The Town Clerk shall appoint and remove, subject to the provisions of Chapter VII, Section 15 of this Charter, all full-time deputies, assistants and employees in his/her office.

(REASON: Term changed to 4 years to provide greater continuity.)

**Chapter IV, Section 3B. Adopting the Annual Budget. Duties of the Town Council. (p. 39)**

The Town Council shall consider the budget recommended by the Board of Finance and shall adopt a budget by a majority vote of the Town Council members present and voting no later than the 30<sup>th</sup> day of April, and submit same to the First Selectman within two (2) days of adoption.

(REASON: Clarification that Town Council adopts overall budget by majority vote.)

**Chapter IV, Section 6. Adopting the Annual Budget. Funding Pension Plans (NEW SECTION) (Should also be added to the Table of Contents) (p. 41)**

Notwithstanding any of the foregoing provisions of this chapter or any other provision of this Charter, the budget adopted for each fiscal year shall fully fund the Town's Retirement Plan and Police Retirement Income Plan based on the Annual Required Contribution for each plan as prepared by the actuaries. The amounts for these Annual Required Contributions shall be included in the proposed budget prepared by the First Selectman pursuant to Section 1 of this chapter, the budget recommended by the Board of Finance pursuant to Section 2 of this chapter, and the budget adopted by the Town Council pursuant to Section 3 of this chapter. However, in any fiscal year, the Board of Finance may recommend, by a unanimous vote of all six (6) members of the Board of Finance, that the budget adopted for that fiscal year shall fund a percentage less than one-hundred percent (100%) of the Town's Retirement Plan and Police Retirement Income Plan. If said recommendation is made, then the Town Council may approve said recommendation by a vote of no less than eighteen (18) out of twenty-one (21) members of the Council, thereby adopting a budget for that fiscal year that funds less than one-hundred percent (100%) of the Town's Retirement Plan and Police Retirement Income Plan.

(REASON: Funding mandated to ensure that Town's legal obligations are met on an annual basis. "Opt-out" provision included to allow for flexibility in the event of a severe economic crisis.)

**Chapter VII, Section 3A. Boards and Commissions. Board of Education. Composition and election. (pp. 47-48)**

Except as provided herein, the Board of Education shall continue as established, subject to and pursuant to the General Statutes, consisting of seven (7) resident electors. At the Town election occurring in November 2015, three (3) members shall be elected for a term of two (2) years and four (4) members shall be elected for a term of four (4) years. Commencing with the Town election occurring in November 2017, all

vacant seats on the Board of Education shall be filled by members elected for a term of (4) years, unless otherwise prescribed by the General Statutes.

(REASON: Term changed to 4 years to provide greater continuity; staggered elections provided to prevent complete Board turnover in any one election.)

**Chapter VII, Section 3C. Boards and Commissions. Board of Education.  
*Transition Election (p. 48)***

Delete this Section.

(REASON: No longer applicable.)

**Chapter VII, Section 3D. Boards and Commissions. Board of Education. *Powers and duties.***

Change "D." to "C."

(REASON: Required due to deletion of previous section.)

**Chapter VII, Section 17C. Boards and Commissions. Ethics Commission. *Code of Ethics. (p. 64)***

The Town Council shall have the power and the duty to adopt, under its ordinance making power, and subject to the approval of the First Selectman required for ordinances, a code of ethics which shall, as otherwise provided by law, by this Charter, govern the conduct of all elected and appointed Town officials and all Town employees, including the Board of Education and all its employees, which term shall include paid consultants of the Town and all Boards, Commission and Authorities. The code shall specify and designate ethical standards of conduct required of affected persons, prohibited activities, and the sanctions that may be imposed for violations of the code with the exception of those cases where violations of the code may also involve criminal violations, in which cases the matters involved may be referred to the appropriate criminal authorities. The power to investigate violations, to conduct hearings on any alleged violations, and to impose sanctions or otherwise enforce the code shall be vested in the Ethics Commission and in no other body or official of Town government.

(REASON: Language added after "Town employees" to make this section of the Charter consistent with the Code. "[S]hall" is replaced by "may" after "matters involved" to allow for discretion in referring to criminal authorities. "[A]nd reserved for" after "referred to" removed because it is unclear what that term means and how it would affect the Commission's authority.)

**Chapter VII, Section 17D(ii). Boards and Commissions. Ethics Commission.  
Procedure. (p. 65)**

Shall be entitled to a hearing on the charges against him/her to be held not later than forty-five (45) days after the notification of charges, or at any later time agreed upon by the Commission and the person charged;

(REASON: “[A]t his/her option, in public or in private” removed because language is inconsistent with FOI requirements.)

**Chapter VIII, Section 5D(i). Electoral Process. Vacancies. (p. 73)**

The receipt by the Town Clerk of the incumbent’s written resignation; for the purpose of computing the (10) day period specified in subparagraph (C)(i), *supra*, when a resignation has occurred, the first day of the ten (10) day period shall be the day the written resignation is received and time stamped by the Town Clerk.

(REASON: Provision on time period added to clarify long-standing practice.)

**Chapter IX, Section 7. Adoption and Amendment Procedures. Referendum on Approval of Charter. (p. 94)**

This Charter as revised shall be submitted to the electors of the Town for approval at the election to be held on November 4, 2014. If a majority of those voting shall vote in favor thereof, this Charter as revised shall become effective thirty (30) days after the election.

(REASON: Provision updated.)